

**Vacancy Announcement**  
Senior Education Attorney  
Federal Judicial Center  
Washington, DC 20002-8003

The Federal Judicial Center is the federal courts' agency for research and continuing education. Congress established the Center in 1967 as a separate organization within the federal judicial system at the request of the Judicial Conference of the United States. A nine-member board, chaired by the Chief Justice of the United States, determines its basic policies. The Education Division produces educational programs, materials, and resources for federal court of appeals, district, bankruptcy, and magistrate judges and for federal judicial branch employees, including persons serving in clerk of court, probation, and pretrial services offices. Subject areas for judges include substantive and procedural legal topics, case and calendar management, ethics, and leadership and management. Subject areas for other court personnel include selected technical skills, ethics, and leadership and management. The division delivers education and resources through a variety of means including: in-person programs to which participants travel; in-person programs conducted in courthouses for local participants; satellite television broadcasts over the federal courts' satellite network; audio-, video-, and web conferences; and programs and materials delivered over the courts' intranet and in printed publications.

The Center's Education Division has an opening for a senior education attorney to assess educational needs and develop educational programs for the continuing education and training of federal judges and court attorneys. Travel is required.

**Duties and Responsibilities:**

Use independent judgment and analysis in the research, design and delivery of training and continuing legal education programs for federal judges and attorneys of the federal courts.

Assess needs and determine effective ways to present continuing legal education.  
Develop both in person and distance or technology based educational programs.

Coordinate planning with program advisory committees; coordinate and oversee the efforts of volunteer committee members.

Oversee each step of programs produced: site selection; preparation of funding authorization documents; faculty selection; material production; and program evaluation.

Monitor and, in consultation with the assistant division director for judges and attorneys programs, direct the work of assigned staff members.

**Mandatory Qualifications:**

Mandatory qualifications for the position are: a law degree (J.D.), demonstrated experience in assessing educational needs and designing continuing legal education programs, project management experience, writing ability, communication skills, and strong interpersonal skills with the ability to work collaboratively.

**Desirable Qualifications:**

- An in-depth understanding of the federal courts.
- A demonstrated ability to use Web 2.0 collaborative technologies and course content management systems used to produce web-based education programs. (As used here, examples of Web 2.0 technologies include Wikis, Blogs, and Web Conferencing; examples of course management systems include Blackboard and similar interactive learning systems.)
- A degree or training in adult education and/or curriculum design.

**Salary and Benefits:**

The starting salary for this position is \$104,522, but for the successful candidate who is not currently a member of the Center staff, a higher starting salary, but not to exceed \$109,748, may be considered based upon the successful candidate's qualifications, experience and current salary. This position falls in the FJC's payband VI which has a salary range of \$104,522-\$160,080; however, not all incumbents can expect to reach the top of the range. If the successful candidate is an FJC staff member earning less than the starting range minimum, his/her salary will be brought up to the salary range minimum of \$104,522. If the successful FJC candidate's current salary falls above the range minimum, that salary will be matched up to the payband VI maximum salary.

A civil service rating is not required. The position does not carry the tenure rights of positions in the competitive civil service and has a one-year probationary period. Federal government benefits are applicable. An array of supplemental benefits are also offered including a transportation subsidy and a flexible benefit program allowing for pre-tax deductions for health insurance, health care, dependent care, and commuter expenses. The Center will consider flexible work arrangements for its employees including flextime and compressed schedules; partial telecommuting is also available on a case-by-case basis. The Federal Judicial Center is located in the Thurgood Marshall Building, conveniently situated to public transportation directly beside Union Station. The Marshall Building houses a child development center and a health fitness facility for its tenants.

**Application Procedures:**

Submit both (1) a cover letter describing your qualifications for the position and (2) a resume that specifies dates of employment, salaries, and responsibilities for all related positions, to:

July 10, 2009

Announcement #09-05

Federal Judicial Center  
ATTN: Human Resources Office, Room 6-190  
Announcement #09-05  
Thurgood Marshall Federal Judiciary Building  
One Columbus Circle, NE  
Washington, DC 20002-8003

To receive full consideration, applications are due by August 17, 2009; however, this vacancy will remain open until filled. Please refer to Announcement #09-05 on your application.

**THE FEDERAL JUDICIAL CENTER IS AN EQUAL OPPORTUNITY EMPLOYER**